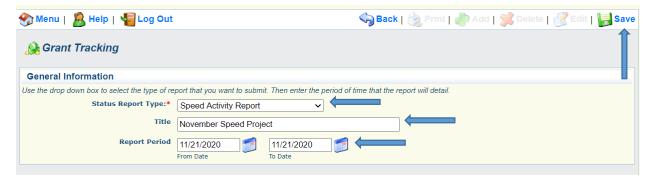
How to submit a **SPEED ACTIVITY REPORT** in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on My Grants and then select grant for current fiscal year
- Click on Status Reports
- Click on Add at the top of the page



• Select Speed Activity Report from the Status Report Type drop down menu

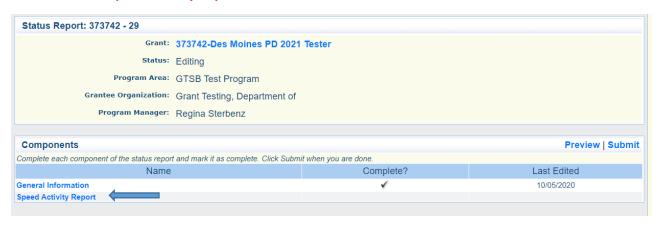


- For the Title Field, enter the month you conducted the project followed by the words "Speed Project"
- Click on the calendar icons to enter the project start and end dates in the Report Period fields
- Click Save in upper right corner

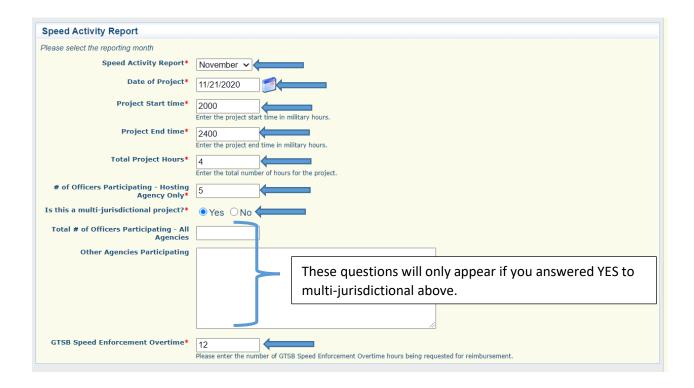
Click Return to Components



Click on Speed Activity Report in the table



- Select the month in which you conducted your project from the Speed Activity Report drop down menu
- Click on the calendar icon to select the date in which you conducted your project
- Enter your project start and end times
- Enter the total project hours
- Enter the total number of officers participating in the project from the hosting agency. If the host agency had a total of 5 officers working the project, 3 on GTSB OT and 2 on their regular shift helping with the project, the number for this field is 5.
- Answer the required question regarding the project being multi-jurisdictional. If you mark NO
 for the required question, the next two questions will not appear. If you answer YES, proceed to
 answer the next two questions.
- The last required question is asking about the total number of GTSB OT you are requesting for your speed project. If we use the example above, that there were a total of 5 officers that worked the project, but only 3 of them were on GTSB OT and worked the entire 4 hour project, the number for this field is 12 hours (3 GTSB OT officers x 4 hour project).



- The next section is where you will be filling in your contacts per category
- To begin, click in the first text field, enter number of contacts for Speed Violations <u>CITATIONS</u> (even if it is zero) and then hit TAB
- Next enter the number of contacts for Speed Violations WARNINGS and then hit TAB
- Repeat this process for Other Traffic Violations and Public Information Activities

Speed Project Violations	
Speed Violations	Citations Warnings
Other Traffic Violations	Citations Warnings
Public Information Activities	
In accordance with the contract, 2 media conta	acts (Radio, Newspaper, TV) AND 6 social media (digital) posts are required during the contract year.
Per the category below, enter the number of sp	peed focused public information activities the agency completed this month. Additional media and social media posts are encouraged.
If postings are on multiple social media outlets count 2.	(such as Twitter, Facebook, Instagram, etc.), please be sure to count each speed post. For example, if posting on Facebook and Twitter,
TV*	
Radio*	
Print*	
Digital*	

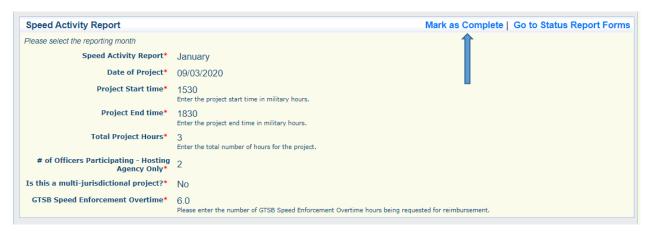
• Enter your comments, click on Return to Top,



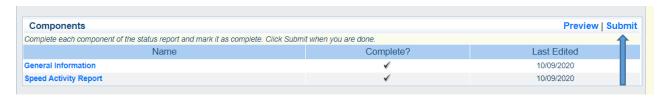
• Click Save,



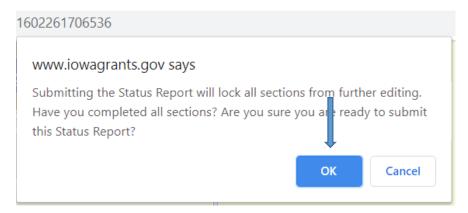
Click Mark as Complete



• Click Submit



• If there are no further edits to this form, click **OK**



Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

